

## REQUEST FOR QUALIFICATIONS (RFQ)

Professional Airport Consulting Services

CLOSING DATE: August 16, 2013

Airport/Location: Branch County Memorial Airport – Coldwater, Michigan

The Branch County Memorial Airport (Sponsor) intends to select a consultant to assist in airport development projects. Projects are anticipated to be initiated between 2013-2018. Interested consulting firms are requested to submit six (6) copies of a Statement of Qualifications (SOQ) no more than thirty (30) pages in length, not including cover letter, table of contents, and section dividers if used to Mr. Ron Dooley, Branch County Memorial Airport, 351 Airport Dr, Coldwater, MI. 49036 no later than 5:00pm on August 16, 2013. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on the Sponsor's current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- Update Airport Layout Plan (ALP)/Exhibit A
- Runway 4/22 Rehabilitation
- Taxiway/Apron/Taxiway Construction
- Taxiway Lighting

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspections, letters of correction and/or emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all of the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Land acquisition consultants may submit an SOQ to provide services limited to property acquisition (fee-simple and easements) as well as relocation and demolition services, outside of the engineering and planning services noted above.

Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm(s) will be subject to all state and federal requirements.

Questions can be directed to: Mr. Ron Dooley (517) 279-7050